

Memorandum

Date : July 22, 2004

To : Executive Staff
Regional Administrators, Institutions Division
Regional Parole Administrators
Regional Administrators, Health Care Services Division
Wardens
Health Care Managers

Subject: **INTERNAL HIRING FREEZE – REMOVAL OF STAFF SERVICES ANALYST (GENERAL) CLASSIFICATION FOR HEADQUARTERS ONLY**

The purpose of this memorandum is to lift the internal hiring freeze for the Staff Services Analyst (SSA) (General) classification for headquarters effective immediately. Accordingly, permanent appointments may now be made (without an approved Internal Hiring Freeze Exemption Request [IHFER]) to the SSA classification and locations **except** those indicated on the attached listing. The listing includes all classifications and locations that remain frozen at this time, but will be updated as overages and placements are resolved. Hiring programs may continue to make limited-term appointments without an approved IHFER to frozen classifications and locations. However, permanent appointments may only be made to frozen classifications with an approved IHFER.

Please ensure this information is shared with appropriate staff immediately. If you have questions relative to the internal hiring freeze, please contact the Departmental Placement Services Team (DPST) at (916) 327-9761 or via e-mail at Placement.Svcs@corr.ca.gov.

Original signed by Carlos M. Sanchez for

FRANK E. RENWICK
Deputy Director
Administrative Services Division

Attachment

cc: Institutional Personnel Officers
DPST
Personnel Liaisons
Personnel Operations Analysts
Personnel Services Section